

Central Intelligence Agency



Washington, D.C. 20505

10 JUL 1984

(See Attached Addressee List)

I want to thank you for agreeing to participate in our seminar on the Directorate of Intelligence. We look forward to telling you about the many career opportunities here and hearing your thoughts on how we can be more effective in finding the bright young scholars we need.

The seminar will be held in our building in Langley, Virginia on Monday, 23 July and Tuesday, 24 July. An agenda and a list of the participants are enclosed. We plan to make detailed presentations on what we do in the Directorate of Intelligence, the type of people we look for, and the mechanics of our hiring process. We will also talk about our summer internship and co-op programs, and put you together with some new hires so you can ask them about their experiences.

We are very interested in your views on how we can be more effective when we visit your campus. A list of issues we would like you to think about is enclosed. We have set aside Monday afternoon for you and the other attendees to discuss among yourselves these and any other issues before passing your views on to us.

Please make your own travel and hotel arrangements. We will cover in full your coach class plane fare plus hotel and meal expenses not to exceed \$75 per day. We are authorized to pay you a consultant's fee of \$300 as well. Ground transportation from your home to the airport, from the airport to your hotel, from your hotel to our building and back will also be refunded. We ask that you obtain a receipt for all expenses exceeding \$15. The \$300 will be paid at the time of the seminar; a Treasury check for your expenses will follow within two weeks. There are a number of hotels in the Tyson's Corner area, including a Marriott, a Ramada Inn, Best Western, and a Holiday Inn, that are approximately 20 minutes from our building. The Rosslyn area opposite the District of Columbia also is convenient, close to

National Airport, and boasts several major hotels, including a Holiday Inn and a Sheraton. Rosslyn is approximately 30 minutes from our building.

Please instruct the taxi to take you to the Rte. 123 entrance to the compound. A guard at the gate will ask you to identify yourself and direct you to the front of the building. Go to the reception area off the lobby, identify yourself again, and inform the receptionist you are here for the DDI seminar on recruiting.

If you have any questions, please call us collect at [redacted] and ask for [redacted] Thank you again for agreeing to help us. [redacted]

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Richard J. Kerr  
Associate Deputy Director for Intelligence

Enclosures

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## PLACEMENT DIRECTORS AGENDA

### Monday, 23 July

0830-0845	Welcome
0845-0900	Completion of Administrative Forms
0900-0950	CIA: Who We Are, What We Do (Questions from floor)
	Coffee Break
1010-1050	The People We Seek (Questions from floor)
1100-1145	Personnel Processing (Questions from floor)
1145-1230	Building Tour
1235-1325	Lunch
1330-1430	Placement Directors' Panel Sessions: Discussion Among Placement Directors of Issues at Attachment B
1440-1530	Panel's Observations on Issues to CIA Officers

### Tuesday, 24 July

0900-1000	New Employees' Panel
1000-1030	Coffee Break
1030-1130	General Discussion

Issues for Discussion in No Order

- What don't we do well when we visit your campus
- The utility of a one time high visibility visit to recruit for the entire DDI as opposed to smaller, more focused visits throughout the year by individual DDI components
- The best time to visit
- The value of a group information meeting with individual interviews afterward
- The Agency's strongest selling points, areas of student concern
- How best to coordinate Agency recruiting efforts with multiple campus placement centers and academic departments; faculty willingness to suggest the DDI as a career option to brightest students
- The attitude toward the Agency
- The value of inviting in placement directors from other schools for a presentation on the DDI
- The competitiveness of the DDI as an employer
- Whether placement centers can provide feedback to us on the effectiveness of our recruiters, student reaction to our presentations

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